

DEAKIN UNIVERSITY STUDENT ASSOCIATION INC

# STUDENT COUNCIL MEETING MINUTES

9th Meeting

29 July 2021

11:00AM

Via Zoom



**Student Council Meeting Minutes**  
**Thursday 29 July 2021**

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★ Indicates starred item

📁 Indicates document attached

⊗ Indicates document absent

## DUSA Student Council

Thursday 29 July 2021  
Commencing at 11:00AM  
Via Zoom

As we gather for this meeting physically dispersed and virtually constructed, let us take a moment to reflect on the meaning of place and in doing so recognise the various traditional lands on which we do our business today.

We acknowledge the Elders past, present and emerging of all the lands we work and live on, and their Ancestral Spirits, with gratitude and respect.

### Procedural Matters

#### 1.0 Welcome

- 1.1 The Chair, Emily Sagolj formally welcomed all in attendance and declared the meeting open at 11:07AM.

#### Present

Emily Sagolj	President and Chair
Katrina Sullivan	Vice President – Education
Saipraneeth Reddy	Vice President - Welfare
Guleid Abdullahi	General Secretary
Naren Shetty	Assistant General Secretary
Jasmine Qi Xing	Student Council Member
Georgie Brimer	Student Council Member
Madhab Kharel	Student Council Member
Ivanka Dishan Su	Student Council Member

#### Present for Debate

None

#### By Invitation

Sue Rolland	General Manager
Fionna Cooper	Finance Manager
Gavin Hodgkinson	Advocacy Manager
Robyn Barnden	Operations Manager
Tania Evans	Retail Manager

#### Observers

None

#### Minute Taker

Annette Allen	Executive Officer
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#### 1.2 Apologies

Brendan Low	Student Council Member
Lee Emberton	Student Engagement Manager

#### 1.3 Absent

None

## 2.0 Question Time

- 2.1 The Chair advised no questions had been received prior to the meeting.
- 2.2 The Chair asked if anyone had any questions. None were received.
- 2.3 The Chair asked if there were any conflicts of interest to declare. None were received.

## 3.0 Starring

- 3.1 The following items were starred for further discussion (*including automatic starring as per agenda*):
  - 3.2 To consider a recommendation from the Chair that all remaining unstarred reports be received without further discussion.
  - 3.3 To consider a recommendation from the Chair that all remaining unstarred items on the agenda be received and that all recommendations therein be approved without further discussion.
  - 4.1 Accept the Minutes of the previous Student Council meeting held on 1 July 2021
  - 4.2 Actions arising from the Minutes
  - 5.0 Update on DUSA Podcast
  - 6.0 Requests for Leave of Absence
  - 9.0 Strategic Matters of Importance to Members
  - 10.0 Constitution and Regulations
  - 10.1 Proposed changes to Election Regulations
  - 11.0 Policy, Procedures and Systems
  - 11.1 Monthly compliance reporting
  - 12.0 Reports and Operational Matters
  - 12.1 Human Resources
  - 12.2 Finance Report and Profit & Loss
  - 13.0 Minutes of DUSA's Committees Received
  - 13.5 Executive Committee Meeting Minutes
  - 14.0 Reports Received
  - 15.0 General / Other Business
  - 15.1 Website – Proposals of Work
  - 15.2 NOWSA Conference
  - 15.3 Finance System Upgrade proposal
  - 15.4 Amended Elections Calendar
  - 16.0 Next Meeting
  - 17.0 Meeting Closed



GAS Trust Meeting Action

The General Secretary advised emails have been sent to the Queer Representative regarding this item and also around lack of submission of reports. No responses have been received, and an email will be sent to Finance and other relevant staff shortly to suspend the honorarium payments.

The General Secretary advised that he feels the Student Council should take over this action item to refurbish the Geelong Queer Room and requested this be left on the action list for now.

**5.0 Endorse all Motions Approved by Circular Resolution**

The Chair advised there had been no motions approved by circular resolution since the last meeting and she would move on to the next item.

**6.0 DUSA Podcast update**

6.1 The Chair referred to Georgie Brimer to provide a verbal update on the DUSA Podcast.

Georgie advised no further podcasts have been hosted yet. They had booked in some time in the studio for tomorrow, but the contact has been away on leave so this is being postponed to next week. Some filming was done last Friday using software rather than in-studio.

Discussion ensued.

Georgie advised that she would reach out to the studio people as to whether we can do anything on campus at the moment with the current restrictions.

**7.0 Requests for Leave of Absence**

The Chair advised no requests for leave of absence had been received, and if there were no leave requests to be tabled at this meeting she would move on to the next item.

**8.0 Board Grant Applications**

The Chair advised no board grant applications had been received for this meeting and she would move on to the next item.

**9.0 Strategic Matters of Importance to Members**

The Chair advised no items had been received under strategic matters and asked if anyone had any items they would like to raise for discussion.

The General Manager advised that she had heard some rumours that Deakin are proposing more staff cuts at the end of August, however there is no detail available on this yet. There is a town hall meeting scheduled with the Vice Chancellor in August and announcements will be made regarding this at that meeting.

Discussion ensued regarding cuts made to staffing last year.

The Chair raised for discussion the bursary for International Students, and advised that she had asked the Vice Chancellor about this, particularly around the Countries that had been excluded. He had advised that those excluded Countries were eligible for a bursary through the Deakin South Asia Office, however when you search for this there is no information visible. The Chair advised that this should be better promoted and more visible to students.

The General Manager suggested that the Advocacy Manager reach out to the Deakin financial assistance people to ask them how to locate this information.



The General Manager noted that additional funds were being added to the financial assistance fund, but at this stage she was not sure what form this would take.

The Chair advised she would like us to try to get a census date grace period and withdraw late period extension similar to what we did last year.

The Vice President – Education confirmed she was drafting an email regarding this and will finalise it after this meeting.

## 10.0 Regulations and Constitution

The Chair advised there was one item for discussion under regulations and constitution, which was the proposed amendments to the Election Regulations and referred to the General Secretary to speak to this

### 10.1 Proposed changes to Election Regulations

The General Secretary advised these changes were simply to tidy up incorrect references to clauses which had been picked up by the Returning Officer and there were no changes to content.

The Executive Officer advised that she had also deleted the clause which stated we would put up physical copies of the 'Notice of Election' at all of our campus offices, as this was not possible last year due to the fact that no staff were on campus. As we are allowed onto campus next Monday the notices will be put up, but she wanted the clause taken out in case we are ever in the position we were in last year where we cannot do this.

#### SC04/29072021:

**The Student Council approves the amendments to the Election Regulations as submitted**

**Moved: Emily Sagolj**

**Seconded:**

**Guleid Abdullahi**

**For: 9**

**Against:**

**0**

**Abstain:**

**0**

**Carried**

## 11.0 Policy, Procedure & Systems

### 11.1 *Monthly Compliance Reporting – July*

The Chair advised the status of financial and insurance compliance reporting due in July had been provided in the Agenda, and asked the Finance Manager if she would like to speak further to this.

The Finance Manager advised the single touch payroll declaration had been finished which means everyone's income statements were now available on the MyGov website. She advised that it would be wise to wait until the end of July to ensure all of the pre-filing had taken place before lodging a tax return.

Superannuation for the June quarter was paid early in July, and the BAS for the June quarter had also been lodged but not paid yet as it was not due yet for payment.

## 12.0 Reports and Operational Matters

The Chair referred to the General Manager to speak to human resources.

### 12.1 *Human Resources*

The General Manager spoke to this item and advised that our Clubs Officer Sophie starts her maternity leave tomorrow. Rob Gee who is Sophie's replacement started on Monday, and they have been doing a zoom handover and induction which has been challenging.







#### 14.0 DUSA Reports

The Chair referred to the reports received and asked if there were any questions regarding the reports, or if anyone would like to speak further to their reports. The Chair noted that not a lot of Council reports had been submitted and requested everyone please submit their reports.

##### General Secretary

Advised that O'Week had gone really well. The attendance at Geelong had been a little less than we had hoped, but it had still gone very well.

Discussion ensued regarding having the Council agenda and papers available through teams rather than being emailed out.

The Chair advised she would now move a motion to accept all written and verbal reports.

##### **SC06/29072021:**

**That the Student Council receive all presented and written reports**

**Moved: Emily Sagolj**

**Seconded: Madhab Kharel**

**For: 9**

**Against: 0**

**Abstain: 0**

**Carried**

### Items for Discussion / Decision

#### 15.0 General / Other Business

The Chair advised there were some items submitted for discussion under general business and she referred to the General Manager to speak to the first item.

#### 15.1 *Website Proposals and Statements of Work*

The General Manager advised there were three proposals from Honest Fox that had been circulated. The first was for the student advocacy booking system, which students will be able to use to book themselves in to appointments which will free up a lot of time for Elisa to work on other things.

The second proposal was the Lighthouse Report and this is about the performance of the website. By upgrading a few things we can make the student experience a lot better and also make it as easy as possible for students to use, so this is very worthwhile.

Lastly, the accessibility proposal will make our website more available to students with accessibility issues, plus we will be able to claim the AA rating for accessibility which is what Deakin has.

The Chair asked if there were any questions or comments.

##### **SC07/29072021:**

**The Student Council approves for Honest Fox to proceed with the three website proposals as outlined in the Statements of Work submitted at a total cost of \$36,500 ex GST**

**Moved: Emily Sagolj**

**Seconded: Saipraneeth Reddy**

**For: 9**

**Against: 0**

**Abstain: 0**

**Carried**

15.2 ***NOWSA Conference***

The Chair spoke to this item advising that she wanted to give an update on this. The conference has been around for a number of years and is hosted each year by different Universities. It is not directly linked through NUS, but the NUS Women's Officer is involved in receiving applications from the Universities regarding hosting it. At this stage it is not known what the exact cost would be, but we hope to have further information on this soon. The Chair asked if there were any questions regarding this.

The General Manager advised that the paper that had been provided was very good and provided good information on the scope of the conference.

The Finance Manager advised that the Community Bank currently has a lot of funding available at present and it could be possible to obtain a larger grant through them for this conference than what has been requested. She advised there was a lot of good information in the paper and this would translate well into an application to the Community Bank.

The Chair advised that the Student Engagement Manager had suggested we make the conference free to students, and if we were able to obtain more funding through the Community Bank then we may be able to do this.

The General Manager advised it would be worthwhile just charging a nominal amount to get students buy-in, as if something is free you often don't get optimal buy-in from students, whereas if they have to pay something they are more inclined to attend. It would also be worthwhile recording the sessions to make them available after the conference to students who were unable to attend.

The Chair advised that she would like to book some rooms at Burwood, Waurin Ponds and Warrnambool to use as hubs for the conference, and there would be Council Executives at each location in the rooms running each hub.

The Executive Officer noted that this would be dependent on restrictions at the time of the conference and how many people Deakin will allow in each room.

The Chair advised she will organise another committee meeting where various roles will be allocated and will keep Council updated on progress.

The Chair referred to the General Manager to speak to the last item.

15.3 ***Finance System Upgrade***

The General Manager advised that our Great Plains financial system currently sits on a Deakin server and hasn't been upgraded for a number of years. We now need to upgrade this as it is no longer going to be supported. The total expenditure will be around \$100,000 to do this, however we would request a 'proof of concept' first so that we can see how well it would work before allocating a large amount of funding to this. The upgrade would be a cloud based system and we would no longer be reliant on Deakin performing upgrades in the future.

The Finance Manager advised we have had the current system since 2015 and Microsoft have stopped supporting it now so it is time to upgrade. We had put \$25,000 in the budget last year towards some upgrading and this has not been used due to lockdowns and everyone being at home. The upgrade will have much more functionality, however we just need to ensure it will work for our Cubes needs. The 'proof of concept' will cost around \$14,100 and then the final upgrade would be approx. \$75,000. She suggested an amount of up to \$20,000 be approved today as the initial stage shouldn't cost any more than this.



The General Manager noted just for reference that when our salesforce system was implemented this cost around \$250,000, and this finance upgrade is a critical part of keeping our systems working well. The 'proof of concept' would not happen until October, therefore we may have to approve the larger final payment via circular resolution so that this can be completed by the end of the year.

The Chair asked if there were any questions regarding this proposal.

**SC08/29072021:**

**The Student Council approves for the General Manager to engage Professional Advantage to undertake a finance system Proof of Concept at a cost of up to \$20,000**

<b>Moved:</b>	<b>Emily Sagolj</b>	<b>Seconded:</b>	<b>Katrina Sullivan</b>
<b>For:</b>	<b>9</b>	<b>Against:</b>	<b>0</b>
		<b>Abstain:</b>	<b>0</b>

**Carried**

**15.4 Amended Elections Calendar**

The Chair advised that after meetings held earlier this week with Student Council and the Returning Officer, it was decided we needed to revert to a postal vote election model this year due to the uncertainties around being allowed onto campus for polling week. As such, the Returning Officer has had to make some changes to the elections calendar which we need to approve at today's meeting.

The Chair advised she would move a motion to approve the election dates as outlined in the amended calendar.

**SC09/29072021:**

**The Student Council approves the 2021 Election dates as outlined in the amended calendar submitted**

<b>Moved:</b>	<b>Emily Sagolj</b>	<b>Seconded:</b>	<b>Katrina Sullivan</b>
<b>For:</b>	<b>9</b>	<b>Against:</b>	<b>0</b>
		<b>Abstain:</b>	<b>0</b>

**Carried**

**Items for Noting**

**16.0 Next Meeting**

The Chair advised that the next Student Council Meeting would be held on Thursday 26<sup>th</sup> August 2021 via zoom.

**17.0 Close of Business**

There being no further business to discuss, the Chair declared the meeting closed at 12:07PM.